

Port of Skamania County
Minutes of the Board of Commissioners
July 26, 2016
3:00 pm

Call to Order: Commissioner Collins called the meeting to order at 3:00 pm.

Attendance: Commissioners Fran Breeding, Gail Collins, and Todd Kingston; Interim Executive Director/Finance Manager Randy Payne, Attorney Ken Woodrich (arrived 3:07), Auditor Monica Masco. Guests: Lauren Lepage, Nole Cotter, Jay Elder, Jim Hunt, Lynn Richards, Chris Ford, Paul Spencer, Philip Watness (*The Pioneer*).

Public Comment: Lauren Lepage of August Camp would like the 90 day cancelation clause removed. They have operated this camp for 129 years and it takes a full year to prepare for the event. They have never cancelled the event. They do not want the Port to have the authority to cancel. Ken Woodrich advised the Port could revise the lease agreement and remove the clause before the parties sign the final agreement. The Commissioners will have staff make that revision before final documents are signed.

Jay Elder introduced himself as a resident of Washougal and an applicant for the Executive Director position.

Meetings and Seminars:

Commissioner Breeding and Randy met with the state auditor today at 2:00 pm for the Exit Conference. The Port received a clean audit for the 2015 Financial Statement Audit and 2015 Federal Grant Compliance Audit. Randy commented the Port will see some audit cost savings by having the documents available promptly. Randy said the Port received many compliments for the grant files from the audit staff. Commissioner Breeding commended Randy and Monica for their work; Randy commented that Julie had assisted him.

Minutes Approval:

*---MOTION--- Commissioner Kingston moved to approve the **July 12, 2016 Regular Meeting Minutes**. Commissioner Breeding seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Breeding moved to approve the **General Fund Vouchers number 17350 through 17367 in the amount of \$34,862.98 dated July 26, 2016**. Commissioner Kingston seconded; the motion carried.*

Administrative Approvals: None.

Staff Reports:

Auditor's Report: presented by Monica Masco

June 30, 2016 Cash Balance was \$944,756.15.

Total revenue for June was \$88,103.23 and expenditures were \$240,282.50:
Netting excess expenditures over revenue in the amount of \$152,179.27; year to date
net expenditures over revenue was \$178,121.35.

Overall year-to-date total revenue was 22.8% of annual budget and expenditures are
25.7%. Other note: Without project revenue (grants and loans) the revenue was 59%
of budget at June's month end ~ \$701,311 actual vs. \$1,185,435 budget. Without
project expenses the expenses were 67% of budget ~ \$829,469 vs. \$1,243,750.

Unfinished Business/Director's Report: Presented by Randy Payne

1. *Federal Single Audit/Financial Audit 2015 performed by Washington State Auditor's Office:* See discussion above.
2. *Tenant Updates:* Randy will get a payment plan for LDB Beverage by the end of the week with the goal of getting current within 4 to 6 months. Backwoods Brewing would like the "island" in the parking lot removed so trucks can get in and out of the area easier especially in the winter. Commissioner Kingston suggested removing all the "islands." The Port will need to work with the city before removing. The area would be paved over after removal. The Evergreen Drive water line project is expected to cost between \$5,000 and \$10,000.

*---MOTION--- Commissioner Kingston moved to **authorize Randy Payne to extend the North Bonneville Evergreen Drive Water Line project funding up to \$10,000.** Commissioner Breeding seconded; the motion carried.*

The concrete pad is complete for the water storage tank at Wind River Business Park. The Port used a new small business that was on the Port's Small Work's Roster.

3. *Wind River Business Park Port/Skamania County Memorandum of Understanding:* Randy reported he spoke with Adam Kick today around 1:30 pm and Adam is going to forward the draft MOU before 5 pm today.
4. *Cascades Business Park:* Randy is pursuing a permanent easement with the Army Corps of Engineers.
5. *Recording Commission Meetings:* Randy confirmed the City of Stevenson pays their minutes taker as a part-time employee. Randy will advertise in *The Pioneer* for a minutes taker.
6. *Executive Director Recruitment:* The Commission decided to discuss this in Executive Session later in the meeting.

New Business:

1. *Port Website Overhaul:* The Port received a \$15,800 estimate from D. Studio 21 Inc. to give the commission an example of the potential expense. Commissioner Kingston reminded staff that the Port will wait until the new Executive Director is hired to proceed with the potential project.

2. *Waive Fee Request for Use Permit 2016-7 Stevenson Waterfront Music Festival:* The Port's contribution will be in-kind site set up, no cash contribution. The permit and insurance information will be completed; only the fee is requested to be waived.

---MOTION--- Commissioner Breeding moved to waive the \$50 Permit Fee for the Stevenson Waterfront Music Festival August 13, 2016. Commissioner Kingston seconded; the motion carried.

3. *Bob's Beach Bench:* Commissioner Kingston asked the status of the bench for Bob's Beach and Randy reported it will be dedicated this weekend. Sandy Carlson has requested a large tree be removed from the beach shore.
4. *Misc.:* Commissioner Kingston asked for an agenda item at the next meeting August 9 to discuss possible "meeting time change" so more public could attend the Port meetings. He asked commissioners and staff to think about it and commented he has been approached by a few people noting it is hard to attend the 3:00 pm Tuesday meetings.

Executive Session: Commissioner Gail Collins called for Executive Session including the Commission and Attorney Ken Woodrich from 3:33 pm to 4:03 pm for 30 minutes and again from 4:04 pm to 4:14 pm for 10 minutes per **RCW 42.30.110(g)** To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

The Commission directed staff to contact the 8 candidates discussed to schedule interviews between now and August 12, 2016.

Executive Session: Commissioner Gail Collins called for Executive Session including the Commission, Interim Director/Finance Manager Randy Payne and Ken Woodrich from 4:15 pm to 4:35 pm for 20 minutes and **RCW 42.30.110(e)** To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.

The Commission stated no decisions were made. The Commission directed staff to prepare a financial comparative analysis as discussed.

Executive Session: Commissioner Gail Collins called for Executive Session including the Commission, Interim Director/Finance Manager Randy Payne and Ken Woodrich from 4:35 pm to 4:45 pm for 10 minutes and again from 4:46 pm to 4:49 pm for 4 minutes per **RCW 42.30.110(i)** To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

The Commission stated no decisions were made. The Commission directed staff to proceed as discussed.


Adjournment: The Chairperson adjourned the meeting at 4:50 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is August 9, 2016, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:




Commissioner Fran Breeding, Secretary (District 1)




Commissioner Gail Collins, President (District 2)

ATTEST:



Commissioner Todd Kingston, Vice-President (District 3)



Monica Masco, Auditor